

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
October 24, 2023**

The third regular meeting of the month of October 2023 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on October 24, 2023. Commissioner Kiggins called the meeting to order at 3:00 PM.

Those in attendance were Commissioners Denny Kiggins, Norm Harker, and Neil Kimsey.

District Staff: John Peterson, Heath Henderson, Vanessa Johnson, Britny Carrier, Matt Jenkins, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark (virtual attendance).

Visitors Present for Special Presentations: Hilary Gorham and Melissa Armstrong.

**ADDITIONS & DELETIONS TO AGENDA:** John Peterson explained that Eric Lucksley is not present today and the item would be tabled to a later meeting.

Mr. Peterson also requested to add an agenda bill related to a vendor services contract with Polydyne, Inc. under New Business. The Board concurred.

**SPECIAL PRESENTATIONS: 5 Years of Service Award: Hilary Gorham, HR Manager** – Hilary Gorham, HR Manager, was recognized for her 5 years of service.

**Promotion: Melissa Armstrong, Collection Operations Manager** – Melissa Armstrong, Collection Operations Manager, was recognized for her recent promotion.

**WORK SESSION: 2024 Budget Work Session #2: 2024 Budget By Account** – David Logan presented the work session materials to the Board. No action was taken.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda, approving the October 10, 2023 regular meeting minutes and October 17, 2023 regular meeting minutes; and ratifying and confirming previous payments issued, including Electronic Payments dated 10/16/23 and 10/17/23 in the amount of \$2,217,169.51; Voucher #s 59608-59635 dated 10/17/23 in the amount of \$1,264,489.40; and Payroll Benefit Warrant #s 10588-10590 dated 10/11/23 in the amount of \$20,345.79.

Commissioner Harker seconded the motion, and it passed unanimously.

**COMMUNICATIONS: Items from the Audience:** None.

**REPORTS: Board Members:** Each Commissioner reported on their recent activities.

**General Manager (Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update)** – John Peterson briefly reviewed the report.

Mr. Peterson also provided an update regarding legal counsel's research on a potential District

claim related to damage to a District trunkline.

**Business Services Manager/Board Clerk: Business Services Manager/Board Clerk Activities Report (Annual Employee Handbook & Compensation Plan Updates)** – Kim Thur briefly reviewed the report.

**Board Calendar of Events (November 2023)** – Ms. Thur briefly reviewed the calendar with the Board.

**Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Mill Creek Pump Station Force Main Emergency; Capital Program; & Development Program)** – Heath Henderson briefly reviewed the report.

**Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team & Customer Service)** – David Logan briefly reviewed the report, including a memo related to Annual Total Employee Benefits Cost Review.

**Treatment Operations Manager: Treatment Operations Manager Activities Report (Discovery Clean Water Alliance Operations Program Update; Alliance Engineering Program Update; & Alliance Regulatory Program Update)** – Matt Jenkins briefly reviewed the report.

**District Legal Counsel:** No report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS: AB #23-073 – Vendor Services Contract with Polydyne, Inc.** – Matt Jenkins briefly reviewed the agenda bill. The District purchases a liquid emulsion polymer for use in the operations of the solids processes at the Salmon Creek Treatment Plant. The current contract was solicited and awarded originally by Clark County in 2016 and later accepted and assumed by the District, effective June 1, 2022. The contract was renewed through November 14, 2023 and no further extensions remain.

The polymer can be purchased from a cooperative contract available through the Oregon Cooperative Purchasing Program. Clackamas County, Oregon publicly solicited (RFP #2022-34) and awarded a competitive contract (#6707) to Polydyne, Inc. for water treatment polymer products in 2022 through OregonBuys, the state of Oregon's on-line, e-procurement platform. Subject to the terms of an interstate agreement between Washington and Oregon, the District, having executed a Master Contract Usage Agreement (MCUA) with the Washington State Department of Enterprise Services, is authorized to access and make purchases from Oregon cooperative contracts.

Staff is proposing to sign a contract with Polydyne, Inc. for annual polymer purchases. Pricing under the new contract is \$1.85/lb., a 9% increase in the unit price of the polymer; which is acceptable given market conditions. The District purchases approximately 103,500 pounds-per-year for an estimated annual cost of \$207,750.38, including sales tax. The contract is good through June 30,

2027 with the option to renew it for one additional five-year term.

Commissioner Harker moved to authorize the General Manager to sign the Vendor Services Contract with Polydyne, Inc. for the purchase and delivery of polymer products in an amount not to exceed \$207,750.38 per year, for the term of the contract, and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original contract amount.

Commissioner Kimsey seconded the motion, and it passed unanimously.

**HEARING:** None.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 3:38 PM.

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Secretary